

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1144

TITLE: DEPUTY DIRECTOR PARK AUTHORITY

GRADE: S-35

DEFINITION:

Under the broad guidance of the Park Authority Board and administrative direction of the Director Park Authority, assists in developing management policy, plans, goals and strategies; administers and analyzes county-wide park and recreation services; provides general direction to agency functional groups; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Develops and implements agency policy;
Analyzes county-wide Park and recreation needs;
Develops management plans and strategies for long and short range agency objectives;
Meets with the Park Authority Board and its committees to analyze park and recreation management trends;
Informs the Board on issues and recommends plans and priorities for agency operations;
Provides general direction to the work efforts of the agency's functional groups to coordinate work supporting goals and strategies of the Board of Directors;
Participates in the development of annual plans for each functional group;
Recommends management priorities to the Director and establishes schedules and work plans;
Serves as alter ego to the Director in providing leadership and direction for the agency on County planning issues, resources to meet objectives, and as spokesperson on land acquisition, proffers, easements and other land issues;
Plans, develops and implements the five year capital improvement plan (CIP) for the agency in coordination with the Park Division Director over Planning and Development;
Represents the Director and the agency at meetings with County staff, various boards, commissions and citizen groups.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of principles, procedures and practices of park administration;
Extensive knowledge of public administrative principles, management methods and practices;
Knowledge of the development, construction and maintenance activities related to parks;
Skill in managing, supervising and guiding agency's fiscal and human resources;
Demonstrated skill in strategic planning;
Ability to direct and coordinate the activities of large organization with many diverse functions and programs;

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Ability to establish and maintain good working relationships with County officials, associates and diverse employee/public groups;

Ability to present ideas effectively, both orally and in writing;

Ability to discuss complex technical and administrative issues, develop feasible alternatives and explain options to the Board, associates and the general public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from a four-year college or university with a Bachelor's degree in recreation, park management or other closely related field; PLUS

Six years of experience in the administration and management of park development, planning, operations and maintenance.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REGRADED:

July 8, 2006

RETITLED/REVISED:

February 13, 1995